

CITY OF BEAVERTON

Emergency Manager

General Summary

Provide emergency management services for the City in conformance with state law, federal requirements, intergovernmental agreements and City ordinances. Advise the Mayor on emergency preparedness, response, mitigation and recovery issues.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section including hiring employees, responding to grievances and overseeing the disciplinary process as needed.

Essential Functions:

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage emergency management programs. Conduct planning for emergency preparedness, mitigation, response and recovery. Develop and maintain the City's preparedness plan, mitigation plan, business continuity plan and emergency response and recovery plan. Oversee the readiness of the City's emergency operations center. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
2. Work with the Office of Consolidated Emergency Management (OCEM), other agencies, groups, jurisdictions and committees to coordinate and integrate emergency preparedness and response activities and plans. Serve as a member of OCEM.
3. Develop and conduct training and exercises to increase the City's preparedness and ability to respond to and recover from disasters and major emergencies. Plan, develop and conduct public education and outreach necessary to accomplish program goals.
4. Monitor developing conditions or incidents, which may impact the City. Respond to incidents or provide support to the emergency operations center if activated. Assume position of incident commander as needed.
5. Research, develop, recommend and implement new programs or program improvements. Prepare and submit fiscal and program documentation. Provide updates to Council. Prepare and administer the program budget.
6. Assure City compliance with local, state and federal emergency planning regulations (including hazardous materials planning).
7. Research, coordinate and write grant applications. Monitor and administer grant awards.

8. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
9. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
10. Produce an acceptable quantity and quality of work that is completed within established timelines.
11. Serve as a model for accomplishing the City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
12. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Develop safe work habits and contribute to the safety of self, coworkers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles of emergency management.
- ◆ Advanced knowledge of the laws and regulations governing emergency management and emergency management programs.

- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to emergency preparedness, mitigation, response and recovery.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- ◆ Advanced ability in program management, administration and evaluation in emergency management.
- ◆ Advanced ability to assess emergency preparedness.
- ◆ Working ability to facilitate and coordinate the work of municipal groups.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation related to emergency management programs.
- ◆ Working ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public, especially during critical emergency incidents.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use word-processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in public/business administration, or a related field, and 5 years of progressively responsible experience in emergency preparedness and response or public safety or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen: daily precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; occasional standing for prolonged periods of time; occasional lift, move or carry objects between 20 and 50 pounds; occasional use of protective gear or clothing; occasional attendance at evening or weekend meetings or activities; daily operation of a motor vehicle on public roads for meetings and incident response.

Classification History

As of 10/97: Emergency Manager

Revised: 1/98

New class specification title 1/98: Emergence Manager

Revised: 11/04

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date